

ASSOCIATE PLANNER

(Department of City Development--Planning Administration)

THE PURPOSE: The Associate Planner consults with and provides technical assistance to staff members, other DCD personnel, and various City, state, federal and private agencies and organizations. The Associate Planner is responsible for processing the daily work activities of land use planning or participating in the execution and completion of various planning, design, or research and development projects.

ESSENTIAL FUNCTIONS:

- Review and process reports on special uses.
- Review and process certified surveys, sub-division surveys and planned unit development.
- Review and process zoning map amendments.
- Review and process street and alley vacations and building permits.
- Review and process changes to the Official Map.
- Keep informed about economic and legal issues involved in zoning codes, building codes, and environmental regulations.
- Process other duties as required.

When assigned to a planning design or research and development project, the Associate Planner may be required to perform one or more of the following project activities:

- Supervise the daily activities of interns and other personnel.
- Develop a detailed project design/work plan.
- Define required background and research data, and assist analysts in gathering and preparing data.
- Review research material and develop technical evaluation and recommendations.
- Write report or analysis.
- Perform other related work as required.

MINIMUM REQUIREMENTS:

- A Master's degree in Urban Planning, Architecture, Geography, or a related field from an accredited college or university.

NOTE: Equivalent combinations of education and experience may also be considered.

- Residency in the City of Milwaukee within six months of appointment and throughout employment.
- A valid driver's license is required.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of urban planning principles.
- Knowledge of architecture, design, and building construction.
- Ability to read survey maps and plats.
- Knowledge of mathematics.
- Ability to use spreadsheet, database, word processing, and presentation software, such as Microsoft Office (Excel, Access, Word, and PowerPoint). Ability to learn and use Microstation, desktop publishing, and graphics software programs.
- Knowledge of project management concepts.
- Ability to conduct research, compile statistics, analyze data, evaluate options, develop recommendations, and generate reports.
- Ability to write clear and concise business letters, memos, reports, and other documents.
- Ability to communicate orally with staff, elected officials, taxpayers, business owners, developers, architects, and others.
- Ability to conduct engaging small-group presentations.
- Ability to work easily with various staff levels and to establish relationships with a diverse group of individuals, as well as ability to work as part of a team.
- Ability to effectively supervise and provide guidance to staff members engaged in planning activities, including assigning and reviewing work; setting priorities, expectations, and deadlines; and providing training.
- Ability to exercise sound judgment on planning matters.
- Ability to be flexible and manage multiple priorities.

THE CURRENT SALARY RANGE (558) IS: \$43,910.36 to 53,941.16 annually with excellent benefits, including excellent health and dental insurance, a pension, a deferred compensation plan, and tuition and professional dues reimbursement. Recruitment is normally at the beginning of the pay range.

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